



**United States District Court
Southern District of Indiana
E-Filing Resources**

**REQUIRED CRIMINAL / MISCELLANEOUS
CONVENTIONAL FILINGS (Paper Filings)
*January 1, 2008***

***Conventional Filings.** As used in these procedures, a "conventionally" filed or submitted document or pleading is one presented to the Clerk or a party in "paper" or other "non-electronic, tangible" format.*

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Paper filings will be entered into the Court's CM/ECF (Case Management/Electronic Case Filing) system by Clerk's Office staff. **Although the following documents will be required to be filed on paper, these documents are subject to Fed. Rule 5.2 in regards to the redacting of personal identifiers.**

CRIMINAL MATTERS

The filings listed below are required to be made by conventional (paper) means at this time:

- 1. ALL documents filed to initiate or open a case - Examples are:**
 - Criminal COMPLAINT and accompanying AFFIDAVIT
 - Criminal Cover Sheet (Form JS45)
 - INFORMATION, including Superseding Information
(Note: This document differs from the Information pursuant to 21:851(A)(1) Regarding Prior Felony Case, which can be filed electronically)
 - INDICTMENT, including Superseding Indictment

- PEN REGISTER
 - PLEA AGREEMENT
 - PRETRIAL SERVICES/PROBATION OFFICE filings such as transfers of jurisdiction
 - RULE 5(c)(3), 20 and 40 matters (with regard to transfers in and out of district, including Warrants issued by another district for defendant residing in this district. The Rule 5(arraignment) hearing is held in our district and the paperwork is then sent to the other district on a Rule 40 transfer.)
 - SEARCH or SEIZURE WARRANTS (issued or returned - executed or unexecuted) and the accompanying applications and affidavits
 - WIRE INTERCEPTION
- 2. OTHER criminal documents or pleadings exempt from electronic filing –**
Examples are:
- CJA VOUCHER (both the appointment and approval of payment) including for appointment of counsel, requests for authorization and payment of expert services, and requests for transcripts (CJA Form numbers 20, 21, 24, 30 and 31)
 - GRAND JURY – All
 - PRETRIAL SERVICES/PROBATION OFFICE filings - Examples are petitions for violation of supervised release or probation, reports on offenders.
 - REQUEST or PRAECIPE for issuance of warrants/summons
 - SUMMONS (criminal, issued or returned – executed or unexecuted)
 - WARRANT for arrest (issued or returned - executed or unexecuted)

MISCELLANEOUS MATTERS

The filings listed below are required to be made by conventional (paper) means at this time:

- 1. ALL documents filed to initiate or open a Miscellaneous case - Examples are:**
 - ADMINISTRATIVE DEPOSITION SUBPOENA
 - APPLICATION TO PERPETUATE TESTIMONY
 - CERTIFICATION OF JUDGMENT FOR REGISTRATION IN ANOTHER DISTRICT
 - FOREIGN SUBPOENA
 - LETTERS ROGATORY
 - MOTION initiating a miscellaneous case opening, such as a Motion for Protective Order or to Quash Subpoena – (motions filed within an existing civil or criminal case may be filed electronically)
 - PROCEEDINGS AGAINST SURETIES
 - RECEIVERSHIP